



Vacancy Announcement Board

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DEPARTMENT OF THE ARMY Vacancy Announcement Number: WTEU05819171

Opening Date: September 09, 2005

Closing Date: September 23, 2005

Position: Human Resources Assistant (Military), GS-0203-5/06/07
Salary: \$25,569 - \$44,395 Annual
Place of Work: HQ Western Region (ROTC), Louisiana Southern University and A & M College
Position Status: This is a Permanent position. – Full Time
Number of Vacancy: 1

Click on links for more information

(Links on pages do not work, but they do work on the website, for information only)

Duties: The incumbent serves as the Human Resources Assistant in regards to the administration of the Cadet ROTC program. Assists in recruiting students into the Senior ROTC program. Performs personnel functions and provides services in support of military cadre personnel actions to include making travel arrangements, and pay documents, evaluations, awards, in-processing/out-processing and promotions. Uses computer systems and office automation equipment to compose, a variety of correspondence. Interprets and applies, Cadet Command, regulatory and policy guidance. Prepares enrollment and contract documents for students enrolling in the basic and advanced courses. Interviews prospective cadets to determine program eligibility. Coordinates placement of cadets. Monitors cadet performance and academic transcripts. Coordinates and administers aptitude and qualification tests to cadets. Provides routine counseling to basic course cadets regarding military obligations and academic requirements.

About the Position:

- Selection official: Professor of Military Science PMS, Baton Rouge, Louisiana.
- <http://www.subr.edu/rotc/>

Who May Apply: (Click on Who May Apply)

- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Veterans eligible as 30% Disabled Veterans.
- Veterans' Recruitment Authority (VRA).
- Employment Program for People with Disabilities eligibles.
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.
- Family member employees eligible under Executive Order 12721.
- Defense Civilian Intelligence Personnel System (DCIPS) eligibles.
- All Federal employees serving on a career or career-conditional appointment.
- Reinstatement eligibles.
- NAF/AAFES Interchange Agreement eligibles.

Qualifications: Click on link below to view qualification standard.

General Schedule

- Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in, or related to, the work of the position to be filled. Specialized experience may include a knowledge of Knowledge of Cadet Command doctrine, structures, regulations to analyze, advise and manage tasks in support of all activities. Must possess extensive knowledge of university requirements for assignment qualifications. Thorough knowledge of Army enlisted personnel management. Ability to review, identify and select qualified personnel for centralized tasking requirements.
- Typing - Any Grade: Qualified typist is required (40wpm).
- GS-05: One year of experience directly related to the occupation and equivalent to the next lower grade level, or 4 years of higher education above high school, or a combination of experience and education.
- GS-06 and above: One year of experience directly related to the occupation and equivalent to the next lower grade level. Education is not creditable, however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the position.
- The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

- Ability to communicate orally and in writing.
- Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.
- Must have 52 weeks of Federal service at the next lower grade (or equivalent).

Other Information:(Click on Other Information)

- Management may select at any of the grade levels announced.
- Noncompetitive promotion potential to target grade.
- To successfully claim veteran's preference, your resume/supplemental data must clearly show your entitlement. Please review the information listed under the Other Requirements link on this announcement or review our on-line Job Application Kit.
- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
- Please note that active-duty military members are eligible to apply no earlier than 120 days before their separation or retirement date.
- Permanent Change of Station (PCS) expenses are not authorized.
- Temporary Duty (TDY) travel is 20 percent.

Other Advantages:

- The website to your beautiful city, which is full of useful information, <http://louisiana.com/>
- <http://www.subr.edu/rotc/>

Other Requirements:(Click on Other Requirements)

- Must be able to obtain and maintain a Secret security clearance.
- You will be required to provide proof of U.S. Citizenship.
- One year trial/probationary period may be required.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

How to Apply: (go to this website <http://www.cpol.army.mil/> click Employment)

- Resumes must be received by the closing date of this announcement.
- Self-nomination must be submitted by the closing date.
- Announcements close at 12:00 am (midnight) Eastern Time.
- Resume must be on file in our centralized database.
- Follow the instructions when applying for this vacancy announcement. Failure to do so will result in your application being rejected.

If your resume is currently in our central database, you may click here to [Self Nominate](#)

Click here to use the [Army Resume Builder](#) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

You may send your resume via surface mail to: Department of the Army, Central Resume Processing Center, 314 Johnson Street, Aberdeen Proving Ground, MD 21005-5283

Point of Contact: WCPOC, (520)533-0072, resumix-west@cpocwcp.hua.army.mil

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